

June 10, 2002

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT
BRIDGEPORT DIVISION**

CONTESTED MATTER PROCEDURE GUIDELINES

1. DEFINITIONS.

Contested matters governed by these guidelines are defined in Rules 9013 and 9014 F.R. Bankr. P. with the exception of chapter 11 confirmation hearings, *pro se* debtor reaffirmation hearings, *ex parte* matters permitted under applicable rules, and emergency matters, which, for cause stated, require an expedited hearing. Contested matters include matters filed in adversary proceedings and other contested matters.

2. MOVANT'S DUTIES.

(a) The movant shall file and serve a copy of the following upon all parties entitled thereto by applicable law, rule, or order:

(i) the contested matter;

(ii) the proposed order; and

(iii)(a) a Notice of Bar Date for Objections to the Proposed Order, on a court approved form, which states that the proposed order may enter without further notice or a hearing unless an **Objection** is filed and served on the movant and all respondents *no later than eight days* after the contested matter is filed,

or

(iii)(b) a request for a hearing on a court approved form.

(b) The movant shall file a certification of service which states the

name, address, and relationship to the contested matter of all parties served.

3. ORDER WITHOUT HEARING.

The proposed order may enter after a REQUEST FOR ENTRY OF PROPOSED ORDER, on a court approved form, is filed by the Movant which states:

(a) that a copy of the contested matter, a copy of the proposed order, and a Notice of Bar Date for Objections, were served on the parties entitled to such notice; and

(b) that the Bar Date for Objections has passed without the filing of such a request.

A COPY OF THE FIRST PAGE OF THE CONTESTED MATTER AND A COPY OF THE PROPOSED ORDER SHALL BE ATTACHED TO THE REQUEST FOR ENTRY OF PROPOSED ORDER TO ASSIST THE CLERK'S OFFICE.

4. HEARINGS.

(a) If a Request for a Hearing, on a court approved form, is filed with a contested matter, see ¶ 2(iii)(b), the clerk's office will send a Notice of Hearing Date to the movant which shall state an objection bar date which shall be immediately served on all parties entitled thereto. The Notice of Hearing Date will state that any objection to the contested matter shall be filed and served so that it is received at least two business days prior to the hearing.

(b) If a timely objection is filed, see ¶ 2(a)(iii)(a), the clerk's office will send a Notice of Hearing Date to the movant which shall be immediately served on all parties entitled thereto.

(c) The movant shall file a certification of service which states the name, address, and relationship to the contested matter of all parties served.

(d) All contested matters will be scheduled and initially heard on

a Tuesday at 10:00 a.m. and may be rescheduled at that hearing as the court deems appropriate.

5. CONTINUANCES.

Unless otherwise ordered, the current policy regarding continuances and “final” markings is abrogated. Requests for a continuance may be made by telephone to the courtroom deputy anytime within 24 hours of a scheduled hearing, *provided* that there is consent by *all* parties on notice of the hearing.

6. MEMORANDA.

No memoranda shall be filed unless ordered by the court. Moreover, any memorandum that is ordered shall be no longer than ten pages (double spaced on 8½" x 11" paper with 12pt. font) and shall be exchanged and filed, with two copies delivered to chambers, no later than the date ordered by the court. A certification of service shall be filed with each memorandum.

7. DATE AND TIME COMPUTATION.

All dates and computations of any time period prescribed by these guidelines shall be in accordance with Rule 9006 F.R. Bankr.P.

**Alan H. W. Shiff
Chief, U.S. Bankruptcy Judge**

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT
BRIDGEPORT DIVISION**

In re

Chapter:

Case No.:

Debtor(s)
(Movant)

Adv. P. No.:

**NOTICE OF BAR DATE
FOR OBJECTION TO PROPOSED ORDER**

The above captioned Movant has filed the following documents, a copy of which is attached hereto :

(1) _____ (the “contested matter” and

(2) a proposed order.

PLEASE TAKE NOTICE that unless you file and mail an objection to the Movant, whose address appears below, *no later than eight days* after the contested matter was filed, the proposed order may enter without a hearing or any further notice.

PLEASE TAKE FURTHER NOTICE THAT YOUR RIGHTS MAY BE AFFECTED. You should read the attached documents carefully and discuss them with your attorney, if you have one in this bankruptcy case. If you do not have an attorney, you may wish to consult one.

Dated:

The Movant

address of the Movant

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT
BRIDGEPORT DIVISION**

In re:

Chapter:

Case No.:

Adv.P. No.:

Debtor(s)

REQUEST FOR HEARING

**The above captioned debtor requests a hearing on the attached
contested matter.**

Dated:

Debtor

By:

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT
BRIDGEPORT DIVISION**

In Re:

Chapter
Case No.

Debtor(s)

REQUEST FOR ENTRY OF PROPOSED ORDER

The undersigned (the “Movant”) states:

- (a) that a copy of the contested matter, a copy of the proposed order, and **NOTICE OF BAR DATE FOR OBJECTION TO ORDER** were served on all parties entitled to such notice;
- (b) that the Bar Date stated in that notice was in accord with any order of this court and all applicable code sections and rules; and
- (c) that the Bar Date has passed without the filing of an objection.

Accordingly, the undersigned requests the entry of the proposed order.

A COPY OF THE FIRST PAGE OF THE CONTESTED MATTER AND A COPY OF THE PROPOSED ORDER ARE ATTACHED HERETO TO ASSIST THE CLERK’S OFFICE.

The Movant